

INSTRUCTIONS FOR PETITIONERS APPLYING FOR ENROLLMENT TO PRACTICE LAW IN THE UNITED STATES DISTRICT COURT, EASTERN AND WESTERN DISTRICTS OF ARKANSAS

A written application must be filed with the Clerk of Court in order to be admitted to practice in the United States District Courts for the Eastern and Western Districts of Arkansas. For this purpose, the attached *Petition for Enrollment* must be completed.

Each applicant is required to answer all questions on the *Personal History Statement*. This information is necessary for the court to determine your qualifications. The statement must bear your signature and be acknowledged before a Notary or other official authorized to administer oaths.

In addition, your *Petition for Enrollment* must be accompanied by an **original** certificate of good standing from the Clerk of the Arkansas Supreme Court.

Your *Petition for Enrollment*, *Personal History Statement*, *Certificate of Good Standing* and \$55.00 fee, which includes a \$50.00 enrollment fee and a \$5.00 annual assessment for the “Library Fund”¹ pursuant to Local Rule Appendix XI, should be mailed or presented to the:

Clerk
U.S. District Court
Eastern District of Arkansas
600 West Capitol Avenue, Suite 402
Little Rock, AR 72201-3325

If your petition and all supporting documents are in order, you will be contacted for a swearing in ceremony and for signing the roll of attorneys. If you have any questions, please call the Office of the Clerk at (501) 604-5351.

¹ Hereafter, the “Library Fund” fee will be assessed and collected on a biennial basis; the biennial assessment fee is \$10.00.

(Distribute Only During Odd Fiscal Years)

**UNITED STATES DISTRICT COURT
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

PETITION FOR ENROLLMENT

-----Ex Parte

**TO THE HONORABLE JUDGE OF THE DISTRICT COURT OF THE UNITED STATES
FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS:**

Your petitioner respectfully shows to the Court that I am a citizen of the United States and over the age of twenty-one years and of good moral character; that I possess the requisite qualifications of learning and ability to practice as an attorney and counselor at law in this Court; that I am regularly enrolled as an attorney and counselor at law in the Supreme Court of the State of Arkansas.

Wherefore, Petitioner prays the Honorable Court to make an order authorizing me to practice as an attorney at law in the Court.

Petitioner

We, the undersigned, enrolled attorneys in the above-named Court, are personally acquainted with the above-named petitioner who, we believe, possesses the necessary qualifications of age, character and legal knowledge to be entitled to enrollment in the District Court of the United States of the Eastern and Western Districts of Arkansas.

Approved BY:

U. S. District Judge

Date Approved

FEE PAID_____

RECEIPT NO._____

PERSONAL HISTORY STATEMENT

1. Name _____
2. Home Address _____
3. Business Address _____
Firm _____
Street Address _____
P.O. Box _____
City/State/Zip _____
Telephone _____
4. State Supreme Court Registration Number _____
5. Place of Birth _____
6. Date of Birth _____
7. Are you in sound physical and mental condition? _____
8. Are you a citizen of the United States? _____
9. What has been your occupation during the past five years? _____

10. Have you ever been discharged from any position? _____ If so, for what reason? _____

11. Have you ever been arrested and/or convicted for any breach or violation of any law? _____
If so, please describe: _____

12. Have you ever been sued? _____ If so, give particulars: _____

13. Give three references:

Name	Occupation	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Education:

Name and Location of School

Dates Attended

Degree

Other Studies and Training for Legal Profession: _____

15. Are you now working in State or Federal Government? _____

16. Are you now actively engaged in the practice of law? _____

17. Give a telephone number where you may be reached for purposes of notification regarding this petition: _____

I certify that I have read and understand the local rules of this Court and that I agree to attend all conferences set by the Court or I shall associate local counsel to attend in my absence.

Applicant

****NOTARY****

Subscribed and sworn before me by the above-named applicant, this _____ Day of _____, 20____

Signature and Title

My commission expires: _____

ATTORNEY'S OATH

I, _____, do solemnly swear (or affirm) that I will conduct and demean myself as an attorney of this Court and uprightly and according to law and that I will support and defend the Constitution of the United States, so help me God.

Applicant

****NOTARY****

Subscribed and sworn before me by the above-named applicant, this _____ day of _____, 20 _____

Signature and Title

My commission expires: _____